



STATE OF DELAWARE
DEPARTMENT OF ELECTIONS

MINUTES

Preparation and scanning of General Election absentee ballots December 16, 2016

ATTENDEES: Anthony Albence, County Director, Howard Sholl, Deputy County Director, Office staff and augmentees, no one from the public or media attended any of the sessions.

County Director Albence called the meeting to order on November 4, 2016, at 9:15 a.m. County Deputy Director Sholl administered the oath, instructed the staff and augmentees on the procedures, and assigned teams.

The teams reviewed and prepared the ballots that the New Castle County Office had received up to November 3, 2016, through Election District 06-19 except for Election District 17-02. The teams sealed the prepared ballots in container bags. County Director Albence recessed the meeting at 5:50 p.m. until 9 a.m. on November 5, 2016.

County Director Albence reconvened the meeting at 9 a.m. on November 5, 2016. County Deputy Director Sholl administered the oath to those who had not taken the oath the previous day. The group was broken into two smaller groups. One to prepare the ballots (led by County Director Albence) and one to prepare the ballots that had been prepared the previous day and the ballots that had been received on November 4, 2016, (led by County Deputy Director Sholl). All the ballots received through November 4, 2016, were scanned and sealed in container bags. The group then prepared and scanned the ballots received on November 5, 2016. The group sealed these ballots in container bags. County Deputy Director Sholl verified that the number of ballots scanned equaled the number of ballots received through November 5, 2016. County Director Albence recessed the meeting until 2 p.m. on November 7, 2016.

County Director Albence reconvened the meeting at approximately 2:30 p.m. on November 7, 2016. The group prepared the ballots received since November 5, 2016. The group sealed the ballots in container bags. After the group completed their work, County Director Albence recessed the meeting until 3 p.m. on November 8, 2016.

County Director Albence reconvened the meeting at 3 p.m. on November 8, 2016. The group scanned the ballots prepared on November 7, 2016 and sealed them in container bags. The number of ballots scanned equaled the number of ballots received. The group then prepared and scanned the ballots received on November 8, 2016. At 8 p.m. Mr. Dunworth initiated the export of the absentee results from the absentee system and at 8:32 p.m. County Deputy



STATE OF DELAWARE
DEPARTMENT OF ELECTIONS

Director Sholl transmitted the results via encrypted email to the State Election Commissioner's Office.

County Director Albence adjourned the meeting at approximately 8:35 p.m. on November 8, 2016.

HOWARD G. SHOLL, JR.
Deputy County Director

[HTTPS://IVOTE.DE.GOV](https://ivote.de.gov)

STATE ELECTION COMMISSIONER
905 S GOVERNORS AVE STE 170
DOVER DE 19904
PHONE: (302) 739-4277

NEW CASTLE COUNTY OFFICE
CARVEL STATE OFFICE BLDG
820 N FRENCH ST STE 400
WILMINGTON DE 19801
PHONE: (302) 577-3464

KENT COUNTY OFFICE
100 ENTERPRISE PL STE 5
DOVER DE 19904
PHONE: (302) 739-4498

SUSSEX COUNTY OFFICE
119 N RACE ST
PO BOX 457
GEORGETOWN DE 19947
PHONE: (302) 856-5367

STGP001 v1.1 7/7/2015